



**DEPARTMENT OF THE NAVY**  
NAVY RECRUITING DISTRICT, NEW ORLEANS  
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8 Aug 2014

NAVCRUITDIST NEW ORLEANS INSTRUCTION 1040.1D

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: COMMAND RETENTION AND CAREER DEVELOPMENT PROGRAM

Ref: (a) OPNAVINST 1040.11D Navy Enlisted Retention and Career Development Program  
(b) OPNAVINST 1900.2B Transition Assistance Management Program (TAMP)  
(c) NAVPERS 15878K Career Counselor Handbook  
(d) OPNAVINST 1740.3C Command Sponsor and Indoctrination Program  
(e) OPNAVINST 1740.4D U S Navy Family Care Policy

1. Purpose. To establish guidance for the management and operation of the Command Retention and Career Development Program per references (a) through (e). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. NAVCRUITDISTNOLAINST 1040.1C.

3. Discussion. The program delineated in this instruction will improve the ability of our Sailors to achieve their professional goals and will positively impact their desire to remain on active duty beyond their current enlistment or to join the Naval Reserve. Active involvement of the chain of command from the top down is the key element to a successful Career Development Program, and will provide the guidance each Sailor needs to meet the objectives of all five vectors in the newly evolving Sailor Continuum.

4. Objectives. The Command Retention and Career Development Program provides a means of strengthening all policies and programs designed to:

a. Maintain personnel stability by retaining top quality Sailors in the proper skills balance and at the required numbers.

b. Ensure all Sailors and their families are provided the guidance necessary to make informed career decisions.

c. Encourage members to actively participate in the Naval Reserve if they leave active naval service, and ensure they receive appropriate transition counseling.

5. Responsibilities and Action.

a. Commanding Officer. As the Senior Career Counselor, the Commanding Officer is responsible for ensuring Retention and Career Development Program is implemented and maintained.

b. Executive Officer. As the Retention Team Coordinator, the Executive Officer ensures that policies of the Commanding Officer (relating to career information efforts) are adhered to and published. Additionally, the Executive Officer will:

(1) Establish and maintain an aggressive and proactive Command Career Development Program.

(2) Ensure Career Development Team meetings are conducted quarterly at a minimum. Team composition will include CO, XO, CMC, CCC, and Department Heads. The Command Ombudsman may also be invited to participate as a team member. Additional members, such as Division Officers (DIVO), Divisional Leading Chief Petty Officers (DLCPO) and division career counselors, are encouraged to attend as appropriate.

(3) Ensure the CMC and CCC develop and maintain a career development team training program.

(4) Use the CCC as the primary source of career information and to organize, manage, and train the career development team and supervisors.

(5) Ensure the CCC has a computer system that is capable of running current Career Development Program software and accessing associated online databases. The CCC should be provided with suitable office space for private counseling and will have access to communications and internet capability, as platform allows.

(6) Ensure all separating Sailors receive formal Pre-separation Counseling using DD Form 2648 (JUL 2002), Pre-separation Counseling Checklist and Individual Transition Plan (ITP), per reference (b).

(7) Ensure the CMC and CCC maintain an active enlisted CDB program using the guidance provided in Appendix C of reference (c).

(8) Ensure command conducts effective command indoctrination and sponsor programs as outlined in reference (d).

(9) Ensure the CMC and the CCC conduct a periodic internal Command Career Development Program self-review, using Appendices A and C of reference (c). At a minimum, these should be conducted when key leadership changes occur (CO/CMC/CCC).

(10) Encourage conversion from overmanned to undermanned ratings to provide the greatest opportunity for upward mobility using Career Navigator (CNAV) Skill Set, Rating Entry for General Apprentice (REGA), and Career Navigator.

(11) Establish and maintain an aggressive Officer Career Development Program.

(12) Ensure all single parents and military couples with dependents are counseled per reference (e).

(13) Monitor CDBs and review reports of CDB results, amplify any proposed actions, and approve as appropriate.

(14) Per reference (c), counsel separating Sailors who are eligible and recommended for retention to ensure all efforts have been made to retain qualified Sailors. Ensure those Sailors who ultimately decide to separate attend pre-separation counseling for transition to the Naval Reserve.

c. Command Master Chief.

(1) Support command retention and personnel programs emphasizing chain of command involvement.

(2) Supervise and support CCCs in the performance of their duties.

(3) Monitor the command career development team and CIM, coordinate the command sponsor program, chair the CDB, and support the CCC in the performance of their duties.

(4) Ensure all Sailors on their first enlistment are seen by the CDB within 30 days of reporting, or within three drill weekends and annually thereafter for Drilling Reservists. All other Sailors will be seen by the CDB within 60 days.

(5) Forward a written report to the CO discussing CDB actions and recommendations. Ensure active participation by DIVOs and DLCPOs. Ensure Sailors develop and refine their Individual Career Development Plan as outlined in Appendix B of reference (c) during the CDB.

d. Command Career Counselor.

(1) Be responsible to the CO and the CMC for all matters related to Career Development Programs and policies. The CCC will be a permanent member of the CDB. The CMC and CCC team will be the focal point for enlisted retention initiatives within the command and will ensure all enlisted Sailors are afforded every opportunity for career development.

(2) Be a graduate of the CCC (A-501-0011).

(3) Conduct, at a minimum, CDTC meetings that will maintain training levels of 100 percent for Sailors assigned as Career Development Team members. CDTC will be conducted as needed.

(4) Conduct a training program as outlined in Appendix A of reference (c) for Career Development Team members.

(5) Provide, as part of the CO's monthly report, the following information:

- (a) CDB minutes;
- (b) Fleet RIDE and PTS results;
- (c) Command retention statistics;
- (d) Advancement statistics;
- (e) Scheduled reenlistments;
- (f) 15-month losses (EAOS and PRD);

- (g) 24 month high year tenure list;
- (h) Pre-separation counseling and TGPS;
- (i) Summary of CDT meeting and training; and
- (j) CMS-ID results

(6) Conduct a quarterly review of each department's career development program. Specific emphasis should be placed on the dissemination of timely and accurate information. Provide written feedback to the chain of command.

(7) Counsel separating Sailors who are eligible and recommended for retention to ensure all efforts have been made to retain qualified individuals. Ensure those Sailors who ultimately decide to separate attend pre-separation counseling for transition to the Naval Reserve.

(8) Counsel all First-Term Sailors separating with obligated Individual Ready Reserve (IRR) service that should they decide at a later time to become a Drilling Reservist, any IRR time served will count toward High Year Tenure.

(9) Using the timelines in Chapter 5 of reference (c), ensure all Sailors separating, transferring to the Fleet Reserve, or retiring receive appropriate pre-separation/retirement counseling as outlined in reference (b).

(a) Ensure the required DD Form 2648/DD Form 2648-1 is completed prior to TAP attendance. Ensure service members provide a copy of the DD Form 2648 to the Fleet and Family Service Center on first day of Goals Plans Success Class(GPS). File the original DD Form 2648 in the member's field service record and maintain a copy in CCC files for two years.

(b) Ensure that every member is provided with an Individual Transition Plan, if requested.

(c) Coordinate TAP quotas for Sailors who are separating or retiring.

(10) Coordinate with Fleet and Family Support Center (FFSC) to ensure all Sailors are scheduled to attend the mandatory formal pre-separation briefing prior to separation. Sailors will normally receive this briefing during the GPS class.

e. Division Career Counselor.

(1) Maintain a tickler system to ensure all interviews are conducted in a timely manner.

(2) Schedule, monitor and record required interviews. Forward a copy to the CMC/CCC for all E-6 and below personnel.

(3) Advise Department Heads and CCC on departmental retention matters.

(4) Remain current on career retention matters and various Navy related publications and instructions.

f. DIVO/DLCPO. Keeps the Division Career Counselor informed of all retention related issues as it relates to the stations.

g. Administrative Department.

(1) Provide copies of all instructions, notices, publications, messages, etc., that apply to career information related programs to the CMC and CCC.

(2) Processes all special requests, messages, NAVPERS 1306/7, etc., concerning retention within five working days.

(3) Provide liaison with the PSD to ensure all appropriate documents for extension/reenlistment/retirement are provided to the individual in an accurately and timely manner.

h. Public Affairs Officer. Provide appropriate coverage, including photographs and news stories to local, hometown and Navy news media of reenlistments, advancements, awards and other ceremonies or special occasions.

6. Conduct of Command Career Development Team Meetings. The CDT will meet at least once per quarter.

- a. Review minutes from previous meeting.
  - b. Identify command personnel eligible for required interviews.
  - c. Review individual records of personnel applying for retention programs.
  - d. Disseminate OPNAV/BUPERS policy changes, notices and reenlistment program information.
  - e. Discuss any other items relating to retention as directed by the Commanding Officer or Command Master Chief.
7. Reports and Forms. The reporting requirements contained in this instruction are exempt from reports control per SECNAVINST 5214.2B. DD Form 2648 (JUL 2002), Preseparation Counseling Checklist is available at <http://www.dior.whs.mil/icdhome/DDEFORMS.HTM>.

/s/  
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